

Minutes of the Veneta City Council

January 23, 2006

Council

Present: Mayor T. J. Brooker; Darrell Carman, and Thomas Cotter

Absent: Marion Esty and Fred Miller

Others: Ric Ingham, City Administrator; Sheryl Hackett, City Recorder; Margaret Boutell, Community Services Director; Sgt. Byron Trapp and Sgt. Harrold, LCSO; Jerry Elliott, City Engineer; Terrence LaMora; Jim Carney; Mona Linstromberg; and Carrie Pederson, West Lane News

Mayor Brooker called the Veneta City Council to order at 7:01 p.m.

1. PUBLIC COMMENT

Terrence LaMora 25451 Hunter Road; Veneta, Oregon

Mr. LaMora said his property, located on the northwest corner of Fern Meadows Lane and Hunter Road, experienced increased flooding compared to 1995/1996. He said the reason for the increased flooding is that stormwater from Lindsay Lane in the recently developed Forest Grove Subdivision has been diverted into the drainage channel behind his property. He said two adjacent residences on the west side of his property have also experienced excessive flooding, damaging the floor insulation of one of the homes. He said Kyle visited his property and said something needs to be done to redirect the water from Lindsey Lane.

Mayor Brooker asked City Administrator Ric Ingham to check into the situation and have the Community Services Director get back to Mr. LaMora with the findings.

2. CONSENT AGENDA

MOTION: Thomas Cotter made a motion to approve the Consent Agenda.
Darrell Carman seconded the motion.

Vote: Thomas Cotter, aye; Mayor Brooker, aye; and Darrell Carman, aye

The consent agenda as approved included minutes for the January 9, 2006 Joint meeting with the Planning Commission and the January 9, 2006 Regular Council meeting, Civic Calendar for February 2006, Change of Ownership Liquor License for Our Daily Bread Restaurant, and bills paid and payable for December 2005/January 2006.

3. DEPARTMENT REPORTS

a. FROM MAYOR/COUNCILORS

(1) State of the City Address by Mayor Brooker (attached)

(2) Report on law enforcement activities, Sgt. Trapp LCSO
Sgt. Byron Trapp presented the statistical report for December 2006 and introduced Sgt. Cliff Harrold who will be the new Sergeant assigned to Veneta. Sgt. Trapp said he has been working on the City's request to increase the Sergeant position from one third to half time. Sgt. Trapp said

the Marine Board agreed to enter into a contract for a full time Sergeant which allows the Sheriff's Office to fill his position with a Sergeant that is assigned half time to Creswell and half time to Veneta. Sgt. Trapp said he has been assigned to the Marine Board and Sgt. Harold has been assigned to Veneta and Creswell.

Sgt. Harrold will soon be making contacts with City staff, local community groups, and businesses. In response to a question from Mayor Brooker, Sgt. Trapp said he will be assisting Sgt. Harold with the Oregon County Fair this year. He thanked the Council and staff for the support he received while assigned to Veneta.

Ric Ingham thanked Sgt. Trapp for the successful effort to increase the Veneta Sergeant position to half time. He said Sgt. Harrold interviewed very well and should make the transition easy.

Thomas Cotter reported the speed monitoring sign that has been placed at various locations in Veneta is not working. In response, Sgt. Trapp said it is solar powered and may need to be recharged and readjusted. Ric said he will follow-up with public works. Council members expressed an interest in having the sign located for a time on Sertic Road and in front of the Middle School in Elmira. Sgt. Trapp said the Sheriff's Office would have no problem with using the sign outside City limits. Mayor Brooker asked staff to check on the City's liability before transporting the sign to a location outside City limits.

b. **COUNCIL/COMMITTEE LIAISONS**

Thomas Cotter (Distinguished Service Awards) - Thomas Cotter asked for people to nominate people deserving of the awards. Applications are available at City Hall and are due by February 1, 2006. Mayor Brooker asked staff to consider an award for City volunteers.

4. STAFF REPORTS

a. **COMMUNITY SERVICES DIRECTOR**

(1) **Waste Water Discount Renewal**

Margaret Boutell said the resolution adopting a wastewater fee discount for customers meeting the low-income criteria initially required customers to re-apply at the beginning of every fiscal year. In May of 2005, the Council approved delaying the requirement to re-apply for the discount until November of 2005 to coincide with the Low Income Energy Assistance Program (LIEAP) renewal date. That allowed the City's application to be included in the LIEAP mailout. The City originally anticipated having 90 customers enrolled in the program. The first year only 40 customers qualified and of those only 25 have reapplied. Five new customers have qualified to receive the discount. City staff is still in the process of determining whether or not some customers that did not reapply are still eligible for the discount. Margaret said before discontinuing the discount to customers that have not reapplied, staff

wanted the Council to know about it first.

Margaret also asked the Council when they would like to re-evaluate the program. In response, the Council said at this time the discount should only be discontinued for people that did not reapply but the program should be continued until after the overall rate analysis has been done.

Thomas Cotter asked staff if commercial businesses are charged more than residences for services, specifically BiMart. He also asked if the City's fees are detrimental to attracting new businesses. In response, Ric said staff will follow-up on the rates for BiMart and when the rate analysis is done the City will be evaluating whether or not the City is overcharging businesses.

Mayor Brooker asked Margaret to put an ad in the newspaper about the City's wastewater discount program

- (2) Staff Authorization to negotiate with Verizon
Margaret said the City received a letter from Jim Carney who represents Verizon. Verizon is requesting the Council to authorize staff to begin negotiations with the City to locate a new cell tower on City property, either at the water reservoir on top of Bolton Hill or at the City's water treatment plant at the end of E. Broadway. The request is for the right-of-entry so they can evaluate both sites. If they determine that one of the sites is suitable, the next step would be to provide the Council with more detail and to discuss franchise fees and lease agreements. Prior to any approvals the proposal would have to go through the plan review process.

Jim Carney said he only deals with the real estate issues. If the Council is interested, he will prepare the right-of-entry forms and begin discussing lease issues. Verizon will have engineers evaluate the sites, determine what height a cell tower would need to be, and present detailed plans. He said a tower that is 200' or higher requires FAA approval. He said Verizon has identified other sites in and around Veneta but they would prefer to locate on City property rather than private property.

Ric said the action the Council would take would be to authorize staff to grant the Verizon engineers access to the property. If Verizon finds one of the sites to be suitable they will need to come back to the Council for any further action.

MOTION: Darrell Carman made a motion to authorize City staff to grant Verizon access to the City properties to determine their suitability for a cell tower. Thomas Cotter seconded the motion which passed with a unanimous vote of 3-0.

Ric said the Lane County Fire District uses Verizon and they have found reception in the Veneta area to be problematic.

(3) Technical Review of Land Use Applications

Margaret said the City currently has a requirement for developers to reimburse the City for engineering costs incurred by the City for review of a land use application. She said staff could often use the expertise of other professionals such as traffic and wetland specialists to review information submitted by applicants. Staff would like to propose amending the ordinance to require reimbursement of any technical review needed to process an application, not just engineering review. At the present time the City would have to pay for additional reviews or rely on the information submitted by experts hired by the applicant. Mayor Brooker said the City should be recovering 100% of it's costs to process a land use application.

Mona Linstromberg said the City of Eugene requires applicants to pay for independent technical reviews of cell tower applications. She said cell towers is a very technical field and staff at the local level generally do not know everything that is required. She said many of the applications have been found to not have all of the required information. She said it is very important to have an independent review of the information an applicant submits and that review should be paid for by the developer. She said it works in Eugene.

By consensus, the Council directed staff to draft an ordinance to require additional technical reviews to be paid by the developer.

b. CITY ENGINEER

(1) Award of Contract for Well 10 Water Filter Plant

Jerry Elliott said quotes solicited for the filter plant equipment did not include getting the water to the filters or distributing the water. The equipment includes filters, hardware, and electronics only. Although packets were sent via e-mail to all known local suppliers, including all those that submitted a bid in 2003, only one quote from Loprest in the amount of \$146,700 was received. Jerry said the only comparison he has on the amount of the one quote is to compare it to the 2003 price and then add about a 19% increase in the price of steel since that time. He said it seems to be competitive but he has no other quotes to compare it to.

Jerry said there is some risk in making a decision on the filter plant at this time. He said the design for the filter was based on an estimated 410 g.p.m. water production. If the well produces less than that amount the City will have purchased more equipment than needed. He said although the initial cost of the larger filter is higher, he said they would have significantly longer run times which could result in lower operational costs.

Jerry said Loprest said they can ship the filters the end of April. A building will need to be constructed to house the filters and he hopes that can be completed by June 30, 2006.

Mayor Brooker said he wants to make sure Well 10 is on line before the summer months with the proper media. In response, Jerry Elliott said they have specified the same media that has been found to be successful for the existing plant. He said he is confident that the new media will produce quality water.

MOTION: Thomas Cotter made a motion to authorize Weber-Elliott to award the contract for the Well 10 filter equipment to Loprest for an amount not to exceed \$150,000. Darrell Carman seconded the motion.

Discussion: In response to a question from Darrell Carman about whether the equipment being ordered can handle a well that produces more than 430 g.p.m., Jerry said the equipment could handle a greater volume but the run times would be shorter. He said he didn't anticipate that having to happen because the estimated volume of water for the test well was 390-400 g.p.m.

In response to a question from Mona Linstromberg about what would happen if the City well draws down private wells on adjacent county property, Ric said the Water Resources Department has reported that they do not anticipate the City well having an impact on surrounding properties; however, should that happen the City would enter into discussions about providing City water to those properties.

Vote: The motion passed with a vote of 3-0.

Jerry Elliott said Christensen Well Drilling has told him they will not be charging the City for the additional costs they have incurred as a result of the extra time on site.

c. CITY ADMINISTRATOR

(1) Work Plan update

Ric presented a revised work plan. He said the biggest task in the Fiscal and Administrative Services is to complete the audit so the year-end close out can be done. Ric said the auditor was in a couple weeks ago but has requested some additional information before the audit can be completed. He said they may need to work off some preliminary year end numbers, rather than actual numbers, when they begin the budget process. The completion of the electronic meter reading upgrade has been stalled due some problems with the ASP software. Jerri, Mindy, and some of the

public works staff will be attending some additional training this Wednesday which should help solve some of the problems.

In response to a question from Mayor Brooker about whether anyone on staff will be attending an upcoming seminar on grant funding for homeland security, Ric said LCOG is sending two staff members to represent the smaller cities. He said the grants will be awarded countywide and not to individual cities.

Mayor Brooker said at some point he would like the City to retain a grant writer to help secure funding for things such as surveillance equipment and specialty locks that could help reduce the risk of loss by vandalism. He said it is something the Council might want to consider during the upcoming budget process.

Margaret said the Territorial Park projects are ready to go but need a budget transfer. Budget transfers need to wait until the audit has been completed. The Park Dedication Ordinance is scheduled for public hearing at the February 13, 2006 Council meeting, the Parks SDC update is in the process, the Greenway overlay and TSP amendments are scheduled for the February 21, 2006 Council meeting, and the Southwest Area Plan amendments and wetland variance are scheduled for the February 27, 2006 Council meeting. Staff is still working on updating the land use fees, with the biggest question being how much to charge for overhead. The permitting agencies should be making a decision on the Cherry Street drainage within the next couple of weeks.

In response to a question from Mayor Brooker about whether the City has submitted the paperwork to reclaim the sludge pond, Margaret said a contract with Nancy Holzhauser of Environmental Solutions has been finalized.

(2) Downtown Planning Process

Ric announced that a design team from the Oregon Downtown Development Association (ODDA) will be in town all day on Thursday, January 26, 2006 gathering information for the Town Hall meeting that will be held at the fire station at 6:30 p.m. that same day. ODDA representatives will meet with stakeholders throughout the afternoon, including City staff and representatives for the Northeast Employment Center. The City Council and Planning Commission have been invited to attend; therefore, the Town Hall meeting will be noticed as a public meeting.

ODDA will prepare a summary which will be presented to the Council at their February 27, 2006 meeting. After receiving input from the City Council, ODDA will hold a second Town Hall meeting in March.

Mayor Brooker said the Council will not be conducting business at the Town Hall meeting. Ric said the Council and Planning Commission will be encouraged to participate by providing comments.

(3) **Parking Fines**

Ric said parking violations have been cited into Veneta Municipal Court on a more regular basis as a result of many of the new subdivisions having narrower streets and parking limited to one side. Currently citations are issued in accordance with the Oregon Revised Statutes which requires a base fine of \$97.00. The court is required to send about 50% of that fine to the state and county. Staff surveyed other cities and found that parking violation fines range from about \$12.00 to \$28.00. The City can adopt an ordinance specifically for parking violations that can be processed as a municipal violation rather than be subject to the ORS. The fines for parking tickets processed as a municipal code violation could be more reasonable because they would not be subject to the requirement to send a portion to the state and county. Ric asked the Council for direction on whether or not to have the City Attorney draft an ordinance for adopting a parking ordinance. The Council asked staff to work with Sgt. Harrold to make sure the deputies know they would be expected to continue to issue citations for illegally parked cars.

By consensus, the Council directed staff to move forward with having a new ordinance drafted for parking violations and fines.

In response to a question from Thomas Cotter, Ric said Teresa has been closely watching the cars parked in front of the old hardware store at 5th and W. Broadway. To-date there have been different cars parked at that location. The issues have not been fully resolved as two new cars are now parked on the property behind the fence.

5. OTHER

- a. Interpretation of Annual Increase for Storm Water SDC's, Resolution 899
Sheryl Hackett explained that Resolution 899 calls for an annual increase to the City's Stormwater SDC's; however, the language is not clear as to what month the increase takes place. The City Attorney has advised staff that the City Council has the authority to interpret the annual increase to be January 1st of each year which is consistent with the language in the Resolution for the City's Transportation SDC.

MOTION: Thomas Cotter made a motion to interpret the effective date for the annual Stormwater SDC increases to be January 1st of each year. Darrell Carman seconded the motion.

Discussion: In response to a question, Sheryl Hackett explained that having the same date for annual increases reduces staff time for amending the City's handouts pertaining to development fees. Ric said the City's parks, water, and sewer SDC resolutions currently do not

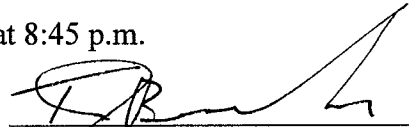
provide for annual increases based on inflation. That provision will be added when those SDC resolutions are amended.

Vote: The motion passed with a vote of 3-0.

- b. Region 2050: Margaret advised the Council that Fred and Marion have not been able to attend the policy meetings on a regular basis. She asked the Council to either appoint a staff person to attend or to consider appointing a new alternate Council member. Staff will provide the Council with a new meeting date schedule at their next meeting. Mayor Brooker agreed to serve as a second alternate.
- c. Downtown Development Revitalization Project: Ric announced that a Town Hall meeting will be held at Lane County Fire District #1 on Thursday, January 26, 2006 beginning at 6:30 p.m. He said the Council and Planning Commission have been encouraged to attend; therefore, the meeting will be noticed as a special meeting.

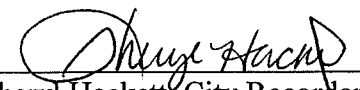
6. ADJOURN

Mayor Brooker adjourned the City Council at 8:45 p.m.



T. J. Brooker, Mayor

ATTEST



Sheryl Hackett, City Recorder
(minutes prepared by SLHackett)

State of the City Address for 2005/2006

The City of Veneta was in a constant state of change throughout most of 2005. Not all of the changes were expected nor were all received with the same enthusiasm by all involved. Change is neither always good nor is it always bad, it is just different. As the council and staff took steps forward, there was not always time to test the waters to determine whether those steps would pass the test of time. So, as we continue to make decisions, it is my hope we will continue to have the citizens of our community come forth and express their opinions and participate in the governing of our fair city. Volunteer your time when and where you can for the enrichment of our community.

As I looked back on all the work that was done last year, I was astounded. The volume of work that passed through the city offices at our current staffing level amazed me. We did have some changes in our staff over this last year. We have brought Jerry Moore on board as our new Finance Director, and not a moment too soon. We have also hired Brian Issa as an associate planner. Additional administrative and reception personnel were also hired. These changes were all necessary due to the previous staff moving on to other challenges or to assist in the increasing work load.

We started off 2005 attempting to find some new funding sources to shore up shrinking federal, state and county revenues. This was done by enacting a new gas tax and the adoption of a transportation and storm water CIP (capital improvement projects) and SDC (standard development charges) methodology. Even though we have these new funding sources in the works, we still need to find ways to reduce costs where possible. One of the areas we found where costs could be reduced was in the streamlining of our procedures for our water-shut off for non-payment or late payment. A change in our policy governing this procedure was made allowing staff to considerably cut the time and man power involved. We continue to look for these kinds of cost cutting measures.

At the beginning of 2005 the council held our very first council retreat to establish goals for the coming year. These goals are an on-going discussion and I would like the goal setting to become a standard function throughout the coming years. One of the items from the goal-setting session was a discussion for a City visioning process. This has led to other plans and processes which I will talk about later. The council continues to discuss our public safety issues as they relate to the present and future requirements.

A good size portion of the focus in 2005 has been in economic and business development. As you may or may not know, the city administrator spent a good deal of time trying to salvage the OECD (*) contract funding for the Veneta Business Park. This occurred due to the closing of one of the companies within the Veneta Business Park area, Wood Ceilings Inc. However, we are back on track with a new business moving in as well as some new partners with a lot of enthusiasm and ideas for our business park. This has led to the finalization of the arrangements for awarding of the Veneta Business park funding.

Last Spring Veneta was faced with a very large stumbling block to our continued economic development, the prospect of the draining of the Fern Ridge Lake for the repair of the dam, scheduled to take several years to complete. Headed up by the city and other economic partners in the Fern Ridge area, we were able to convince the Army Corps of Engineers and the Federal government to fully fund the repair and move the timetable up so that the repair was completed in a single year, lessening the economic impact to our area. The city was also awarded a tourism grant to diversify recreational activities during this closure. I am glad and thankful to say that the dam repair has been successfully completed.

As I stated earlier, the discussion of a visioning process and the funding for the process has led the council and staff to other planning issues. The visioning process can be utilized in many areas. However, the council and staff have decided the best use at the moment for this visioning is in the development of a Downtown Master Plan. We recently entered into a contract with the Oregon Downtown Development Corporation for assistance with a downtown plan. We have also launched our economic development implementation plan. The city also placed a RARE (*) program intern from U of O, Dan Watts, to help in the downtown development planning. The city is looking at its' Urban Renewal program to help fund the public improvements for these kinds of projects.

As we all know Veneta has had its share of residential development in the past year. The planning department's workload was the hardest hit and the city staff's continued support of those activities has been greatly appreciated. The pressure for this new development will continue for sometime to come, although not everyone agrees this is a good thing. Whether you agree or disagree with the residual growth at this point, it does say a lot for the desirability and livability of our community. These homes being built are not standing empty. They are being purchased by young families wanting to move into Veneta and raise their children in our community. This will create an opportunity for new businesses to locate in our community and this will also help to revitalize our school district. Which is always important for any growing community.

The city and its committee's and commissions have been busy making improvements in many other areas such as:

- Implementing a parks, recreation and open space master plan with a park dedication ordinance forwarded from the planning commission to the city council.
- Evaluating its poplar site and its waste water effluent master plan.
- The city continues to upgrade its water production and treatment facilities. As well as to secure the water rights to its new well #10 and to certify well #9.
- Planning continues for future water rights and future well and treatment facilities.
- Veneta has adopted a new employee handbook and established a 2005-06 work plan for all departments.
- The evaluation of the city finance operations has been completed.

- We have embarked on a new electronic water meter program to reduce cost and labor in water meter reading.
- New policies have been developed for waste water connection.
- New final plat review procedures and policies have been established.
- The city has also participated in the formation of ART, Inc., a local theater group, in the counties Region 2050 planning process, the Hwy 126 Traffic Safety Study and Public Safety Task Force.

There are many other issues and projects going on in the city not included in this list, all of which are just as important as those I just mentioned above. But that is enough about last year. Let me talk a little about what we believe will be coming in this new year 2006, which is already upon us.

With our current certified population estimate at 3955 citizens as of July 1, 2005, a 30% overall increase in population since 2000, it is no wonder the city staff was so busy last year. However this residential growth only tells part of the story as to why the city has been working so hard.

The Council and the city staff are working on new ideas and plan revisions that are being considered to allow the city to take advantage of many new opportunities that could be coming our way in part because of the residential growth we have already seen. These are exciting times. Almost everything that the city has been working toward over the last 5 years should begin to have an effect within 2006/2007.

With the completion of our downtown master plan and a much more aggressive approach to our economic development work and business recruitment in 2006, we hope to begin seeing the growth of our city's employment base. This will help to balance out the growth that we have seen in home building and to help to make Veneta a self-sustaining community.

Over the next couple of years we will begin to see an increase in our tax revenue from the residual growth which has occurred. As we begin to have more businesses moving to Veneta we will have opportunities to hold down any costs increases for our water and sewer treatment, as well as costs of other city services for all of our citizens and businesses. With the increase of employment and the growth of a designated downtown area, making it more pedestrian friendly, it is my hope that the city will become a closer knit community with its own sense of identity. Let's all work together to build a community where we can all be happy, healthy and contented citizens.

Thank you all for taking time out of your busy schedules to come and listen to this address and it is my hope that you found it informative.